

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

**DEPUTY ATTORNEY GENERAL
Supervisor, Licensing Enforcement & Homeowner Protection Unit
Consumer Protection Division**

Responsibilities:

- While managing a reduced caseload, supervise deputy attorneys general (DAGs), case analysts, investigators, law clerks, and support staff concerning the investigation of licensees before various boards and commissions.
- Mentor DAGs and sit second chair where appropriate.
- Meet with DAGs, analysts, and investigators to discuss investigative and litigation strategies.
- Review and approve board summaries, disposition memoranda and draft complaints.
- Review and approve administrative and civil complaints.
- Coordinate investigations with other law enforcement agencies.
- Facilitate CLE presentations and public speaking with regard to issues specific to Licensing Enforcement and the Homeowner Protection Unit (LE&HPU).
- Liaison between LE&HPU cases, Consumer Protection Division and Medicaid Fraud Control Unit cases that overlap.
- Coordinate with stakeholders from professional organizations that represent various licensees.
- Personnel responsibilities
 - Interview candidates and participate in hiring decisions
 - Conduct performance appraisals and subsequent meetings with staff
 - Participate in employee discipline meetings
 - Time approval

Qualifications:

- Admitted to Indiana Bar.
- Ability to communicate effectively, both orally and in writing.
- Ability to positively motivate all staff.
- Organizational skills sufficient to control large caseload required.
- Outstanding work ethic and ability to work efficiently.
- Ability to analyze procedures and recommend and implement creative solutions to problems.
- Familiarity with rules of evidence and trial procedures.
- Strong oral advocacy skills in both courtroom and appellate setting. Ability to work with and manage other attorneys and support staff in and out of court.

- Ability to work well with clients, witnesses and staff.
- Strong sense of ethics, awareness of potential conflicts of interest that arise in public sector, adherence in all respects to Rules of Professional Conduct and State ethics rules.
- Working knowledge of Westlaw and Microsoft computer programs.